

Town of Spencer

Personnel Board

Job Description

Department:

Council on Aging

Job Title:

COA Coordinator

Supervision

Under the supervision of the Council on Aging

Primary Purpose

Coordinate activities and oversee daily operations of senior center/COA office.

Essential Duties and Responsibilities The essential duties of functions listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administer/oversee daily operations of senior center/CA office, including security property and records.

Coordinate volunteer activities

Maintain up-to-date listing of resources and refer to appropriate agency.

Prepare monthly schedule of activities and recommend innovative projects.

Prepare/distribute newsletter, regular press releases; inform funding sources of activities

Plan meeting agenda with COA chairman and attend COA meetings.

Purchase supplies.

Advise Board regarding center/office operations and policy.

Advise Board regarding key correspondence and announcements.

Serve as liaison to Board chair and committees, as requested/appropriate

Work with related boards/municipal committees.

Maintain direct link with service providers including arranging for activities.

Answer correspondence.

Maintain contact/visibility with state and regional associations and advocates.

Maintain confidentiality concerning all aspects of this position.

Assist COA with drafting the annual COA report and budget for upcoming fiscal year and prepare and present budget (with COA) to finance committee, town meeting.

Write formula (Elder Affairs) and other grant proposals.

Perform essential functions/duties of this position including but not limited to ability to communicate and operate a keyboard.

Supervisory Responsibilities

Directly supervises and trains senior center staff in accordance with the organization's policies and applicable laws. Responsibilities include participating in interviewing, hiring staff.

Education and/or Experience

A High School diploma or GED (General Education Requirement); college/professional degree in a related field preferred. Experience working with the elder service network and resources, as well as state and local laws, practices and regulations regarding human service (elder) programs is a plus.

Knowledge, Skills, and Abilities

Knowledge of office computer software.

Ability to assess elder needs. Experience researching and preparing proposals for funding, obtaining and managing grants from various sources.

Ability to represent the COA effectively and to advocate for elders in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact. Capable of exercising independent judgment. Good written and oral communication skills.

Certificates, Licenses, Registrations

Valid state driver's license and successful completion of CORI check required.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; talk, and hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change.